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# Office Memorandum • UNITED STATES GOVERNMENT

**CONFIDENTIAL**

TO : Chief, Management Staff

DATE: 8 JUL 1955

FROM : Chief, Budget Division

SUBJECT: Personnel Ceiling - Office of Training

REFERENCES: a. MS-551, dated 6 June 1955  
b. MS-569, dated 14 June 1955TAG  
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1. This Office has reviewed the above referenced documents which request that the ceiling of the Office of Training be increased by 33 positions which would increase the current ceiling to [REDACTED]

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2. Reference (a) indicates a total increase of nine (9) positions, three (3) positions to provide slots for instructors to be assigned from DD/S components to the Basic School, one position for the Intelligence School, and five (5) positions for the Assessment and Evaluation Staff. This increase of five (5) positions and the six (6) positions transferred from the Office of Personnel at an earlier date would raise the total positions for the Assessment and Evaluation Staff to 52. The above mentioned positions have been included in the 1956 Operating Budget on a lapsed basis, in the amount of \$71,033.

3. In the study reflected as Reference (b) above, the Office of Training is requesting an increase of 24 positions in order to develop an internal language and area training program in the Language and External Training School. The memorandum indicates that \$170,000, which is slightly less than the base annual salaries for the 24 positions, will be required. The Office of Training also states that, although establishing a staff to carry out these functions would require an increase in ceiling, the overall cost could be absorbed by reductions in other external language and area training costs. If approved, this Office will request that the Office of Training submit a revised budget reflecting the change in requirements. An analysis of the budgets for Fiscal Years 1956 and 1957 is now being made and availability of funds for the financing of the proposed increases depends entirely upon the administrative decisions made concerning the allowances of funds.

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